- 6. Once you have modified all the information as necessary, click on 'Next' to continue.
- 7. From here on, the process is the same as the manual entry filing method. If required, refer to step 7 of the instructions for manual entry and continue to read from there.

FTP Method:

The secure FTP processes provide employers with extremely larger amounts of data (over 10,000 records) a method to submit information via an FTP folder. Special set-up is required for FTP submitters with secure access to individual employer folders. Data will be processed in over-night batch and acknowledgement files will be provided in separate FTP folder on the next day for review. Submission and error history will also be viewable online by logging onto the self-service application.

Please refer to the following sections of the addendum on details on the FTP method.

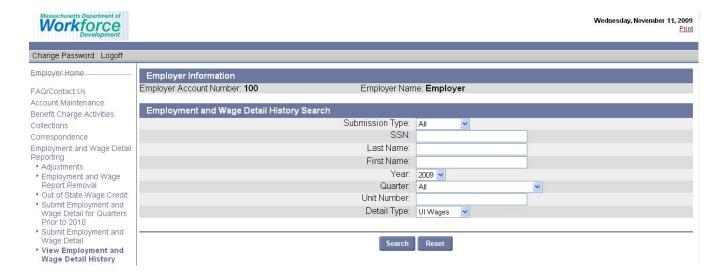
- Employment and Wage Submission Guidelines and Information
- Delimited File Format Specification
- ICSE File Format Specification
- EFW2 File Format Specification

VIEW EMPLOYMENT AND WAGE DETAIL HISTORY

This function allows you to view previously submitted employment and/or wage detail records for all quarters in a year or by individual quarters. You have the option to view original submissions and/or adjustments. You can also limit your search to a specific record by name/SSN. Additionally, the search can be limited to specific reporting units.

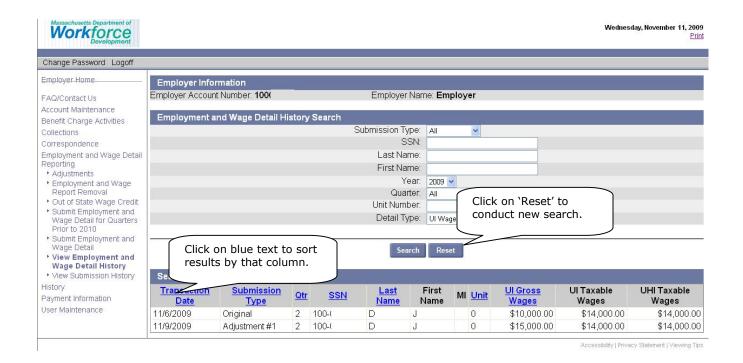
Step by step instructions are:

- 1. Navigate to the employment and wage detail home page using the instructions provided in the section 'Navigating to Employment and Wage Detail Reporting'.
- 2. Click on the link: 'View Employment and Wage Detail History'. The following page will appear.



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- 3. Enter your search criteria. As mentioned in the introduction, you can limit your search results by specifying appropriate search criteria.
- 4. Click on 'Search'. The search results will appear as shown in the following screen.



VIEW SUBMISSION HISTORY

This function allows you to view the submission history for employment and wage detail records. You can filter search results by: Submission Type (Original/Adjustment), Quarter, Year, Detail Type (UI Wages, DOR Wages, or Employment).

Step by Step instructions are:

- 1. Navigate to the employment and wage detail home page using the instructions provided in the section 'Navigating to Employment and Wage Detail Reporting'.
- 2. Click on the link: 'View Submission History'. The following screen will appear. Enter your search criteria and click on 'Search'.

